



CITY OF SAINT PAUL

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TRUTH-IN-SALE OF HOUSING EVALUATOR GUIDELINES

City of Saint Paul, Minnesota

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BASEMENT/CELLAR

1. Stairs & Handrails:

- A. Determine if the stairway(s) leading to the basement/cellar are safe to use and capable of supporting the load that normal use would cause to be placed upon them. If stairway is unsafe or not capable of supporting such loads this item will be marked as "Hazardous".
- B. Check stringer for any signs of decay, sagging or deterioration. If any of these conditions exist this item will be marked as "Below Minimum Requirements".
- C. Determine if the stair rise (8 inch maximum) and run (9 inch minimum) are proper. Determine if the rise and run of the treads are even and/or uniform. If any of these conditions are not met this item will be marked as "Below Minimum Requirements".
- D. Determine if headroom is adequate. Chapter 34 currently requires six feet six inches (6'6") of headroom. If headroom is not adequate mark this item as "Below Minimum Requirements".
- E. Determine if the handrail(s) are properly installed and securely attached at the proper height (30 to 38 inches as measured from the nose of the tread). The Handrail(s) shall be full length and located on the open side of the stairway. If a stairway has both sides open a handrail shall be present on both sides. If any of these requirements are not met, this item will be marked as "Below Minimum Requirements". If the stairway has an open side it must also have a guardrail (or wall) that is a minimum of 38 inches in height with intermediate rails that are spaced so that a 4 inch sphere cannot pass through the openings. If this criteria is not met mark this item as "Below Minimum Requirements".

2. Basement/Cellar Floor:

- A. Check the floor/slab for evidence of heaving, buckling, large cracks or other conditions that could indicate sub-soil problems. If these conditions are encountered this item will be marked as "Below Minimum Requirements".
- B. If there is no slab or if the slab does not cover all useable floor areas of the basement/cellar this item will be marked as "Below Minimum Requirements".
- C. If the slab has any holes or raised edges that may be a trip hazard this item will be marked as "Below Minimum Requirements".

3. Foundation:

- A. Carefully check the basement/cellar walls for leaning, cracking, buckling or bulging conditions which may indicate structural failure. If in the Evaluator's estimation there is a potential for immediate structural failure mark this item as "Hazardous".
- B. Check for any missing, cracked or deteriorated blocks, bricks stones or mortar, note any spalling of walls and or blistering paint. If any of these conditions exist this item will be marked as "Below Minimum Requirements".
- C. Where crawl spaces exist, the evaluator need not access these spaces, but will use any holes or openings into these spaces to evaluate the visible foundation. The condition of any finished walls not in a workman like state of repair should be noted in this area and marked as "Below Minimum

Requirements".

4. Evidence of Dampness or Staining:

- A. Check for any indications of past or present dampness or staining (dampness, stains, efflorescence or decay), and mark either "Yes" or "No". If "Yes" a comment must be present in the Comment section of the report. Pay particular attention to the bottom of any wood (stair stringers, columns, shelving, and paneling) in contact with the slab/floor when checking for this evidence.

5. First Floor, Floor System:

- A. Check all floor joists and other wood framing members for rot, decay and insect damage. Also check for excessive holes and/or notches, overspanning, lack of supports or inadequate support. If any of these conditions exist this item will be marked as "Below Minimum Requirements". If there are signs of structural failure or there is a potential for immediate structural failure, mark this item as "Hazardous". The evaluator will utilize a sharp instrument to determine if deterioration exists. Special attention should be given to areas where wood enters masonry walls.
- B. Check the sub-floor for decay and evidence of water seepage that could indicate leaks in the plumbing system. If decay exists on the sub-floor mark this item as "Below Minimum Requirements". If evidence of water seepage a comment must be present in the Comment section of the report.
- C. Where crawl spaces exist, the evaluator need not access these spaces, but will use any holes or openings into these spaces to evaluate the visible floor joists and sub-floor system. Check to see that the proper clearances to the soil (18 inch minimum, unless treated) exist. If they do not, mark this item as "Below Minimum Requirements".

6. Beams & Columns:

- A. Check all beams and columns for rot, decay and insect damage. Also check for excessive holes or notches, sagging, lack of support or inadequate supports. If any of these conditions exist this item will be marked as "Below Minimum Requirements". If there are signs of structural failure, or a potential for immediate structural failure mark this item as "Hazardous". The evaluator will utilize a sharp instrument to determine if deterioration exists. Special attention should be given to areas where wood enters masonry.
- B. The minimum standards do not specifically require that the columns be supported on a surface above the basement/cellar floor; however, the evaluator shall determine if the columns remain sound, and in good structural condition by utilizing a sharp instrument at the floor level. If the column is not in sound condition this item will be marked as "Below Minimum Requirements".
- C. The use of adjustable posts or other temporary types of supports may indicate a structural problem, and the presence of such temporary supports should be carefully examined and noted as a comment in the Comment section of the report. Any adjustable post not made permanent by removing the pin and spotwelding or peening the thread and properly anchoring the post will be marked as "Below Minimum Requirements".
- D. Check for evidence that the columns have settled, if found this item will be marked as "Below Minimum Requirements".

- E. Where crawl spaces exist, the evaluator need not access these spaces, but will use any holes or openings into these spaces to evaluate the visible columns and beams. Check to see that the proper clearances to soil (6" for columns, 12" for beams, unless treated) exist. If they do not, mark this item as "Below Minimum Requirements".

ELECTRICAL SERVICE(S), # OF SERVICES

7. Service Size:

- A. Determine the amperage and voltage rating of the service, and indicate in the space provided. The evaluator is not required to remove the service panel cover if tools are required to do so, but shall determine the service size by observing the size and number of service entrance wires, the size of the service conduit, the rated size of the service panel and the size of the main fuse or circuit breaker.

8. Electrical service Installation/Grounding:

- A. Determine if the service installation is safe and properly installed and maintained. If not mark this item as "Below Minimum Requirements".
- B. Check to insure all panel box components are in place, i.e. knockouts, covers, and doors. If missing mark this item as "Hazardous".
- C. Check for overfusing or tampering and if found mark this item as "Hazardous".
- D. Check the service ground. The service ground should be connected directly to the street side of the water meter, and to a continuous metal water pipe or to a grounding electrode (a metal rod driven into the soil). There must always be a jumper wire installed around the water meter. If ground is not present, or is not properly connected this item will be marked as "Hazardous".

9. Electrical Wiring, Outlets & Fixtures:

- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS are provided in the basement/cellar area. If not mark this item as "Below Minimum Requirements".
- B. Determine if all visible wiring in the basement/cellar area has been installed, maintained and energized in a manner which complies with the current National Electric Code, or the code applicable at the time of installation. If not mark this item as "Below Minimum Requirements". If conditions are viewed such as, missing cover plates, open junction boxes, missing knockouts, and/or exposed wires, this item will be marked as "Hazardous".
- C. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if all grounding type outlets are properly wired, if not mark this item as "Below minimum Requirements". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".
- D. The evaluator shall check all GFCI outlets to determine if they are wired correctly and function properly, if they do not mark this item as "Hazardous". Note: GFCI outlets need not be grounded to function properly.

- E. The evaluator shall determine if there are any ungrounded metallic light

fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects or plumbing/sinks or water supply, such ungrounded fixtures or outlets will be marked as "Hazardous". Note: Remember a two pronged outlet can be grounded. To determine this a pigtail type electrical tester must be utilized.

PLUMBING SYSTEM

10. Floor Drain(s):

- A. If no floor drain has been provided the evaluator will note this by printing N/A in the space provided, and must comment that no floor drain was found.
- B. Determine if the floor drain has a water seal trap, a tight fitting, secure cleanout plug, a secure cover plate, and is free of debris. If these conditions do not exist mark this item as "Below Minimum Requirements". If no cleanout plug is present mark this item as "Hazardous".

11. Waste and Vent Piping:

- A. Check the visible waste and vent lines for signs of leakage or seepage, if present mark this item as "Hazardous".
- B. Check for improper repairs made with improper materials (tape, rags, tar or putty, etc.), if present mark this item as "Below Minimum Requirements".
- C. If saddle type or improperly tapped connections are present indicate this as "Below Minimum Requirements".
- D. Determine if all visible waste and vent pipe are of approved materials. If they are not, and if black or white plastic waste pipes are improperly connected and/or mixed together, mark these conditions as "Below Minimum Requirements".
- E. Determine if all visible waste lines are properly vented, if not mark this item as "Below Minimum Requirements".
- F. Check to see that all abandoned waste or vent line have been properly plugged or capped with approved materials, if not mark this item as "Hazardous".
- G. Determine if a cleanout for the building sewer is provided, either at the wall where the waste system leaves the building, or at the base of the main stack. If no such cleanout is provided mark this item as "Below Minimum Requirements".

12. Water Piping:

- A. Determine if all water piping has been properly installed and supported, utilizing approved materials, if not mark this item as "Below Minimum Requirements". Rubber water piping is unapproved for use as interior water supply piping. Plastic water piping (CPVC and Poly Butylene) must meet all requirements for installation and materials. If unable to determine the type of materials used indicate this in the Comment Section of the report.
- B. Check the water piping for leaks or crimped piping that may seriously restrict water flow and record these conditions as "Below Minimum Requirements".

- C. Record as "Below Minimum Requirements" the presence of any repair clamps or

saddle type connections on the water supply lines. Saddle clamps for ice makers and humidifiers are acceptable.

- D. Determine if the water piping is of a size and condition so as to furnish at least two (2) fixtures with an uninterrupted supply of water simultaneously. No more than three (3) fixtures can be supplied by a ½ inch pipe. If these conditions do not exist mark this item as "Below Minimum Requirements".
- E. Note if any water piping enters into unheated areas of the building where it would be subject to freezing during cold weather. The evaluator will identify this in the Comment Section of the report.

13. Gas Piping (All Floors):

- A. Determine if all visible gas piping has been properly installed and supported using approved materials. If not mark this item as "Below Minimum Requirements".
- B. Determine if all the gas piping to appliances are provided with a lever handle shut-off valve (located within 3 feet of the appliance and in the same room as the appliance), if not mark this item as "Below Minimum Requirements".
- C. Determine if flexible corrugated gas appliance connectors (including gas supplies to ranges and clothes dryers) have been installed. If such connectors are found indicate the installation as "Below Minimum Requirements". If the connector is flare fitted and either stainless steel or double walled brass with a plastic coating (in the case of those installed inside a range) the installation is acceptable.
- D. Check to see that the required drip leg or dirt tee is provided on the gas line to all thermostatically controlled appliances. The lack of a drip leg or dirt tee will be marked as "Below Minimum Requirements".
- E. Mark as "Hazardous" any gas light piping that remains in place and is still connected to the gas supply.
- F. Determine if all abandoned gas piping has been properly plugged or capped. Any uncapped or improperly capped piping will be marked as "Hazardous".

14. Water Heater(s) Installation:

- A. Check the visible condition of the water heater and mark as "Below Minimum Requirements" any evidence of leakage, rusted and/or scorched areas. If any control valves are missing or broken mark this item as "Hazardous".
- B. Determine if the water heater is located over a noncombustible floor and is set firmly in place. If the water heater is installed on a combustible floor and the original manufacturer's installation guidelines are not present, comment in the Comment Section, "water heater installed on combustible surface. Manufacturer's guidelines not present."
- C. Determine if the water heater is provided with a combined temperature and pressure relief valve. If no relief valve is provided mark this item as "Hazardous". Check to see that the relief valve is properly attached to the hot water pipe within the stated distance on the valve, or installed within the top six (6) inches of the water heater. If the relief valve is not properly installed mark this item as "Hazardous".
- D. Check to see that there is a drain (discharge) pipe attached to the relief valve. The pipe must be piped to within 6 to 18 inches of the floor,

unthreaded and uncapped on the bottom end, and the same size as the relief valve outlet for the full length. The pipe must be of an approved material. If any of these conditions are not met mark this item as "Below Minimum Requirements" If the pipe is capped off or plugged mark this item as "Hazardous".

- E. The evaluator is not required to test the relief valve, however if a visual inspection indicates that the relief valve could be inoperative, this condition shall be marked as "Hazardous".

15. Water Heater(s) Venting;

- A. Determine if a gas fired water heater is provided with a draft hood (diverter), and the vent piping is of an approved material (black vent pipe is not approved for use with gas fired appliances), pitched upward toward the chimney, properly secured with 3 screws at each joint, and properly supported. If any of these conditions are not met mark this item as "Below Minimum Requirements". If vent line is deteriorated, separated, missing, or not sealed to the chimney, mark this item as "Hazardous".
- B. Check for back spillage at the draft hood. This can be tested by turning on a hot water faucet and allowing the water to run until the water heater is ignited. At that time a match or smoke should be placed near the draft hood to test if it is properly drafting up the vent pipe. If it is not drafting properly this item will be marked as "Hazardous".
- C. Determine if the vent piping has the proper clearance to combustibile materials, if the proper clearance is not provided mark this item as "Hazardous".
- D. If the water heater vent enters another appliance vent line, it must enter that line at a forty five (45) degree angle and be consistent with the flow of the vent line entered. If these conditions are not met mark this item as "Below Minimum Requirements".
- E. If the evaluator finds the water heater to be located in a confined space, it shall be determined if proper combustion air is provided to the water heater by an opening into the space. The combustion air intake shall not be smaller than the area of the flues of all appliances located within the space. One-half of the combustion air intake should be located within twelve (12) inches of the floor, and one-half within twelve (12) inches above the draft diverter. If these conditions are not met mark this item as "Hazardous".

16. Plumbing Fixtures:

- A. Plumbing fixtures required to be evaluated by Item 16 are those plumbing fixtures located in the basement/cellar (unless included in Item 44). The evaluator shall determine if these plumbing fixtures are properly installed, and properly vented. If they are not these fixtures will be marked as "Below Minimum Requirements". If the fixture is not provided with a water sealed trap, mark this item as "Hazardous".
- B. Record as "Below Minimum Requirements" any plumbing fixtures that are broken, cracked, leaking, deteriorated or not maintained, so as to create an unsanitary condition. If the leaking fixture is leaking waste mark this item as "Hazardous".
- C. All plumbing fixtures, where water supply has been disconnected, will be marked as "Hazardous", as the water in the trap will evaporate.

HEATING SYSTEM

17. Heating Plant(s):

- A. Determine the type of main heating system and the type of fuel used, and mark this information in the space provided.
- B. If more than one main and one auxiliary heating system is installed, the evaluator shall note the type of systems and fuels used, in the Comment Section of the report.

17a. Installation and Visible Condition:

- A. Check the exterior and interior areas of the heating plant, which are visible, by removing cover panels that do not require the use of tools, for signs of leakage, cracks, rust and scorched areas and for missing or deteriorated seals.

If found the following items will be marked as "Hazardous"...

- 1. Signs of leakage.
- 2. Cracks in the combustion chamber.

If found the following items will be marked as "Below Minimum Requirements"...

- 1. Rusted areas.
- 2. Scorched areas.
- 3. Cracked and/or damaged casing.

- B. Check for proper clearances to combustibles. The clearance rating may be noted on the name plate of the appliance. If improper clearance to combustibles mark this item as "Hazardous". If clearance to combustibles rating is not found or determined this should be stated in the Comment Section of the report.
- C. Check for the required safety controls. The evaluator need not test the safety controls to determine if they operate, but if a safety control is missing or visibly defective, the evaluator will mark this item as "Hazardous".
 - 1. The evaluator shall check to see that gas fired heating plants have the following safety controls:
 - a. Thermostat.
 - b. Burner High Limit Control.
 - c. Lever Handle Gas Shut-off.
 - d. Gas Pressure control Valve.
 - e. Thermocouple.
 - f. Fan Limit Control Switch (for warm air furnaces).
 - 2. The evaluator shall check to see that fuel oil fired heating plants have the following safety controls:
 - a. Thermostat.
 - b. Burner High Limit Control.
 - c. Stack Control or Photo Electric Cell.
 - d. Fan Limit Control Switch (for warm air furnaces).
- D. The evaluator will check for and record the presence of the following conditions:
 - 1. Gas Fired Heating Plants:
 - a. Look for excessive condensation within the dwelling, this could result

in or be the result of a rusted or cracked heat exchanger, or a rusted or blocked vent connector or blocked chimney. A comment should be made if this condition is found.

2. Fuel Oil Fired Heating Plants:

- a. Look for excessive soot build-up by the heat registers within the dwelling, this could be the result of a rusted or cracked heat exchanger, if found mark this item as "Below Minimum Requirements".

3. Electric Heating:

- a. Check the rating panel on the heating equipment to determine if an adequately sized branch circuit is provided, if not this item will be marked as "Below Minimum Requirements". If a rating panel cannot be located a comment regarding that should be made.
- b. Check all visible wiring to determine if it is properly installed, if not follow the guidelines for Item #9.

4. Warm Air Heat:

- a. Determine if duct work is in good condition, properly secured and air tight at connections. If these conditions are not met this item will be marked as "Below Minimum Requirements".

5. Hot Water Systems:

- a. Check the water supply piping leading to the boiler for a backflow preventer or a check valve, if none found mark this item as "Hazardous".
- b. Check the boiler and expansion tank to determine if a drain valve has been provided to allow proper draining of the boiler and expansion tank. If no such valves are found mark this item as "Below Minimum Requirements". If the expansion tank is open to the atmosphere, no drain valve is required.
- c. Check the boiler and expansion tank to determine if a shutoff valve is provided. If no such valves are found mark this item as "Below Minimum Requirements". The shutoff valve for the boiler should be located on the water supply line. The shutoff valve for the expansion tank should be located in the line between the boiler and the expansion tank. If the expansion tank is open to the atmosphere, no shutoff valve is required.
- d. If no expansion tank is present or visible this item will be marked as "Below Minimum Requirements".
- e. Determine if the boiler is provided with a combined temperature and pressure relief valve. If no relief valve is provided mark this item as "Hazardous".
- f. Check to see that there is a drain (discharge) pipe attached to the relief valve. The pipe must be piped to within 6 to 18 inches of the floor, unthreaded and uncapped on the bottom end, and the same size as the relief valve outlet for the full length. The pipe must be of an approved material. If any of these conditions are not met mark this item as "Below Minimum Requirements". If the pipe is capped off or plugged mark this item as "Hazardous".
- g. The evaluator is not required to test the relief valve, however if a visual inspection indicates that the relief valve could be inoperative, this condition shall be marked as "Hazardous".

6. Steam Heat Systems:

- a. Check the water supply piping leading to the boiler for a backflow preventer or a check valve, if none found mark this item as "Hazardous".
- b. Check the steam heat boiler to determine if an automatic low water cutoff valve has been provided. If no valve is found, mark this item as "Hazardous".

- c. Determine if the boiler is provided with a combined temperature and pressure relief valve. If no relief valve is provided mark this item as "Hazardous".
 - d. Check to see that there is a drain (discharge) pipe attached to the relief valve. The pipe must be piped to within 6 to 18 inches of the floor, unthreaded and uncapped on the bottom end, and the same size as the relief valve outlet for the full length. The pipe must be of an approved material. If any of these conditions are not met mark this item as "Below Minimum Requirements". If the pipe is capped off or plugged mark this item as "Hazardous".
 - e. The evaluator is not required to test the relief valve, however if a visual inspection indicates that the relief valve could be inoperative, this condition shall be marked as "Hazardous".
- E. Check that all habitable rooms are provided a heat register, a radiator, or other heat source. If any room lacks a heat source, this will be marked as "Below Minimum Requirements".
- F. Be aware and mark as "Hazardous" any free standing space heaters located in bedrooms or bathrooms. Free standing space heaters are those appliances that take their combustion air from the room in which they are located.
- G. If the heating plant is viewed in operation the evaluator shall observe attached pumps or fans to determine if they are properly functioning. If not functioning properly this item will be marked as "Below Minimum Requirements". See #17(b) regarding "viewed in operation".

17b. Viewed In Operation:

- A. The evaluator will attempt to operate the heating plant only during heating season (October through March) by following these guidelines, and indicate in the space provide either a "Y" for yes or "N" for no.
 - 1. The evaluator shall only operate the heating plant by turning up the thermostat. He/she is not required to light pilots or burners, if they will not ignite by turning up the thermostat. If the heating plant has not been in operation for thirty (30) days or more, the evaluator is exempt from conducting the operations test.

17c. Combustion Venting:

- A. Determine if the visible venting system is of adequate size based on the number of appliances using the vent system, by using the tables provided the evaluator for such purpose. If the vent size is inadequate mark this item as "Below Minimum Requirements".
- B. Check to see that the vent lines are free of rust and holes, that the vent line runs uphill, the joints are tight and secured with 3 screws, and that the vent is tightly sealed to the chimney.

The following conditions will be marked as "Hazardous"...

- 1. Holes in the vent line.
- 2. Vent line is not tightly sealed to the chimney.
- 3. Vent line has gaps and/or is disconnected.

The following conditions will be marked as "Below Minimum Requirements"...

- 1. Vent line does not run uphill.
- 2. Vent connections do not have the proper number of screws at each connections.
- 3. Improper materials used in vent line.

- C. Determine that the vent line enters an approve chimney for the type of fuel used, if not mark this item as "Below Minimum Requirements".
- D. If vent lines from numerous appliances intersect they should intersect at a forty five (45) degree angle and be consistent with the flow of the vent line entered. If these conditions are not met mark this item as "Below Minimum Requirements".
- E. Check that the vent line has proper clearance to combustibles. If the clearance is not adequate mark this item as "Hazardous".
- F. When the heating plant is operating the evaluator will check the draft diverter for back spillage by following the instructions in Item 15 B.
- G. Fuel Oil Fired Systems:
Determine that a barometric draft regulator is provided on the vent connector from the heating plant to the chimney, and that it is in sound working condition. If there is no regulator or if the regulator does not operate properly mark this item as "Below Minimum Requirements".

18. Additional Heating Unit(s) .

- A. Follow the guidelines for Item 17a through 17c.

19. Additional Comments:

- A. This section is to be used for any conditions found in the basement that are not included in Items 1 through 18 and which constitute a defect, hazard, or are in need of specific comments.
 - 1. Mark as "Below Minimum Requirements" any incinerator that is connected in any manner to the chimney and/or gas lines.
 - 2. Mark as "Hazardous" any urethane insulation that is not Thermax (foil faced), or is not covered by a minimum of half (1/2) inch gypsum wall board or the equivalent fire rated material.

KITCHEN

20. Walls & Ceilings:

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman like state of repair, mark this item as "Below Minimum Requirements". If there is an immediate potential for structural failure, mark this item as "Hazardous".
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.

21. Floor Condition & Ceiling Height:

- A. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Requirements".
- B. "Comment" on any apparent out of level floors.

- C. By visual inspection, determine if floor is structurally sound, free of

holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Requirements". If there is a potential for immediate structural failure mark this item as "Hazardous".

- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.
- E. Determine if the kitchen floor is impervious to water, if not mark this item as "Below Minimum Requirements".

22. Evidence of Dampness or Staining:

- A. Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark this item as "Y", yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

23. Electrical Outlets & Fixtures:

- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Requirements". All metallic fixtures within five (5) feet horizontally or eight (8) feet vertically of grounded surfaces, must be grounded, if not mark this item as "Hazardous".
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if all outlets are properly wired, if not mark this item as "Below minimum Requirements". If any grounding type outlets are found to not be grounded, or malfunctioning GFCI type outlets are found, mark this item as "Hazardous".
- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Requirements".
 - 1. If light fixtures are nonfunctioning due to lack of bulbs or due to nonfunctioning bulbs this should be stated in the Comment Section of the report.
 - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".
- D. Mark as "Below Minimum Requirements" any light fixture located within eighteen inches of a shelf that does not have a protective globe.

24. Plumbing Fixtures:

- A. Determine if kitchen is provided with a sink, drain line, and hot and cold water supply. If any of these plumbing components are missing mark this item as "Below Minimum Requirements".
 - 1. Determine if the water supply lines are properly connected, controls are functioning, and there are no missing, worn or damaged components. If these conditions are not met mark this item as "Below Minimum Requirements".
 - a. If any faucet discharge openings are located below the spill level of the plumbing fixture mark this item as "Below Minimum Requirements".

- b. If any water supply line or faucet component is leaking mark this item as "Below Minimum Requirements".
 - 2. Determine if the drain line is properly connected to the sewage system, is of proper materials and is properly vented, if not mark this item as "Below Minimum Requirements".
 - a. If any part of the waste system is leaking, mark this item as "Hazardous".
 - b. The evaluator will determine if all abandoned drain lines are properly capped. If not properly capped mark this item as "Hazardous".
- 25. Water Flow:**
 - A. The evaluator will check the flow to the plumbing fixture by opening the lowest (usually the laundry tub) faucet (cold side) or an outside lawn faucet, to its maximum capacity, then test the hot and cold water flow to the fixture by turning on the faucet.
 - 1. If the flow is interrupted, intermittent or there is no flow or the flow is not of an acceptable amount mark this item as "Below Minimum Requirements".
 - a. The minimal acceptable flow to a fixture is a continuous flow of water not less than a standard pencil in diameter. If the flow just meets this minimum requirement this should be noted in the Comment Section of the report as "Flow is minimal".
- 26. Window Size and Openable Area or Mechanical Exhaust:**
 - A. Determine if the kitchen is provided with required window area for light, and also the required openable area for ventilation required for a habitable room, except where an approved mechanical ventilation system has been provided. Window area must equal a minimum of eight percent (8%) of the floor area of a habitable room. Openable area must equal a minimum of four percent (4%) of the floor area of the room. If these minimums are not met, mark this item as "Below Minimum Requirements".
 - B. If a kitchen is windowless, the evaluator will determine if a proper opening exists between the windowless kitchen and any adjoining habitable room. At least fifty percent (50%) of the common wall must be open and unobstructed. The evaluator must then determine if the adjoining room has sufficient window area to provide light and ventilation requirements for both rooms. Windowless kitchens must be provided with a mechanical vent. If these conditions are not met mark this item as "Below Minimum requirements".
- 27. Condition of Windows/Mechanical Exhaust and Doors:**
 - A. Determine if the windows/doors have been kept in a workman like state of repair, including finish and glazing. Check to see that all components are present (hold open devices, crank handles, etc.) and in a workable order. Locks are required on all openable 1st floor windows. If any of these conditions are not met mark this item as "Below Minimum Requirements".
 - B. Mark as "Below Minimum Requirements" any cracked panes where the crack is at least twelve (12) inches in length, or in the case of french paned windows the crack is at least half (1/2) the distance of the pane. Mark as "Hazardous" any jagged glass.
 - C. Mark as "Below Minimum Requirements" any window that does not operate properly (ie, sashes that are painted shut, crank out windows that do not operate, etc.).

- D. If the kitchen is provided with a mechanical exhaust the evaluator will determine if the unit is operational, if not mark this item as "Below Minimum Requirements".

LIVING & DINING ROOM(S)

28. Walls & Ceilings:

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman like state of repair, mark this item as "Below Minimum Requirements". If there is an immediate potential for structural failure, mark this item as "Hazardous".
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.

29. Floor Condition & Ceiling Height:

- A. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Requirements".
- B. "Comment" on any apparent out of level floors.
- C. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Requirements". If there is a potential for immediate structural failure mark this item as "Hazardous".
- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

30. Evidence of Dampness or Staining:

- A. Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark this item as "Y", yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

31. Electrical Outlets & Fixtures:

- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Requirements".
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if all outlets are properly wired, if not mark this item as "Below minimum Requirements". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".
- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Requirements".
1. If light fixtures are nonfunctioning due to lack of bulbs or due to

nonfunctioning bulbs this should be stated in the Comment Section of the report.

2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".

- D. Mark as "Below Minimum Requirements" any light fixture located within eighteen inches of a shelf that does not have a protective globe.

32. Window Size & Openable Area:

- A. Determine if rooms are provided with required window area for light, and also the required openable area for ventilation. Window area must equal a minimum of eight percent (8%) of the floor area of the room. Openable area must equal a minimum of four percent (4%) of the floor area of the room. If these minimums are not met, mark this item as "Below Minimum Requirements".

33. Window and Door Condition:

- A. Determine if the windows/doors have been kept in a workman like state of repair, including finish and glazing. Check to see that all components are present (hold open devices, crank handles) and in a workable order. Locks are required on all openable 1st floor windows. If any of these conditions are not met mark this item as "Below Minimum Requirements".
- B. Mark as "Below Minimum Requirements" any cracked panes where the crack is at least twelve (12) inches in length, or in the case of french paned windows the crack is at least half (1/2) the distance of the pane. Mark as "Hazardous" any jagged glass.
- C. Mark as "Below Minimum Requirements" and window that does not operate properly (ie, sashes that are painted shut, crank out windows that do not operate, etc.).

HALLWAYS, STAIRS & ENTRIES

34. Walls, Ceilings & Floors:

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman like state or repair, mark this item as "Below Minimum Requirements". If there is an immediate potential for structural failure, mark this item as "Hazardous".
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.
- C. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Requirements".
- D. "Comment" on any apparent out of level floors.
- E. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Requirements". If there is a potential for immediate structural failure mark this item as "Hazardous".

- F. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

35. Evidence of Dampness or Staining:

- A. Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark this item as "Y", yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

36. Stairs & Handrails to Upper Floors:

- A. Determine if the stairway(s) leading to the upper floors are safe to use and capable of supporting the normal loads and use placed upon them. If they are not mark this item as "Below Minimum Requirements". If the evaluator determines that there is an immediate potential for structural failure this item will be marked as "Hazardous".
- B. Determine if the stair rise (8 inch maximum) and run (9 inch minimum) are proper. Determine if the rise and run of the treads are even and/or uniform. If any of these conditions are not met this item will be marked as "Below Minimum Requirements".
- C. Determine if headroom is adequate. Chapter 34 currently requires six feet six inches (6'6") of headroom. If headroom is not adequate mark this item as "Below Minimum Requirements".
- D. Determine if the handrail(s) are properly installed and securely attached at the proper height (30 to 38 inches as measured from the nose of the tread). The handrail(s) shall be full length and located on the open side of the stairway. If a stairway has both sides open a handrail shall be present on both sides. If any of these requirements are not met, this item will be marked as "Below Minimum Requirements". If the stairway has an open side it must also have a guardrail (or wall) that is a minimum of 38 inches in height and spaced so that a 4 inch sphere cannot pass through the openings. If this criteria is not met mark this item as "Below Minimum Requirements".
- E. Determine if guardrail and balusters are present, structurally sound, properly secured and at least thirty eight (38) inches in height, if they are not, mark this item as "Below Minimum Requirements".

37. Electrical Outlets & Fixtures:

- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, are provided. If not mark this item as "Below Minimum Requirements".
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if all outlets are properly wired, if not mark this item as "Below minimum Requirements". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".
- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Requirements".
1. If light fixtures are nonfunctioning due to lack of bulbs or due to nonfunctioning bulbs this should be stated in the Comment Section of the report.

2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".

- D. Mark as "Below Minimum Requirements" any light fixture located within eighteen inches of a shelf that does not have a protective globe.

38. Window and Door Condition:

- A. Determine if the windows/doors have been kept in a workman like state of repair, including finish and glazing. Check to see that all components are present (hold open devices, crank handles) and in a workable order. Locks are required on all openable 1st floor windows. If any of these conditions are not met mark this item as "Below Minimum Requirements".
- B. Mark as "Below Minimum Requirements" any cracked panes where the crack is at least twelve (12) inches in length, or in the case of french paned windows the crack is at least half (1/2) the distance of the pane. Mark as "Hazardous" any jagged glass.
- C. Mark as "Below Minimum Requirements" and window that does not operate properly (ie, sashes that are painted shut, crank out windows that do not operate, etc.).

39. Smoke Detector(s) :

- A. The evaluator will determine if the dwelling is equipped with smoke detector(s). The evaluator will record in the space provided "Y" yes if present and "Hazardous" if not present.
- B. The evaluator will determine if smoke detector(s) are properly located in the dwelling, if they are not this item will be marked as "N" for no.
1. The smoke detector(s) will be mounted on the ceilings or walls at a point centrally located in a corridor or open area giving access to rooms used for sleeping purposes.
- a. Ceiling mounted detector(s) will be located as close to the center as possible, but not within six (6) inches of the intersection of any wall and ceiling.
- b. Wall mounted detector(s) will be mounted on a wall within twelve (12) inches of the ceiling, but no closer than six (6) inches to the intersection of the wall and ceiling or any other wall intersection.
- C. The evaluator will determine if at least one (1) of the smoke detector(s) located near rooms used for sleeping purposes is hard-wired, and record in the space provided "Y", yes if hard-wired and "Hazardous" if not hard-wired. Installations after March 20th, 1995, require the hard-wired smoke detector to have an internal battery back-up.
- D. Duplexes are not required to have hard-wired detectors.

BATHROOM(s) # of Full, Partial:

- A. The evaluator will determine and record, in the space provided, the number of full and partial bathrooms.
1. Full bathrooms will have all of the following...
- a. Shower or bathtub.
- b. Sink.
- c. Toilet.

2. Partial bathrooms will have all of the following...

- a. Sink.
- b. Toilet.

- B. Determine if access to the common bathroom can only be had by going through a bedroom and record that fact in the Comment Section of the report.

40. Walls & Ceilings:

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman like state of repair, mark this item as "Below Minimum Requirements". If there is an immediate potential for structural failure, mark this item as "Hazardous".
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.
- C. Determine if the bathroom(s) have doors and that the door are in workable condition, if not mark this item as "Below Minimum Requirements".

41. Floor Condition:

- A. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Requirements".
- B. "Comment" on any apparent out of level floors.
- C. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Requirements". If there is a potential for immediate structural failure mark this item as "Hazardous".
- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.
- E. Bathroom floor(s) should be impervious to water, if not mark this item as "Below Minimum Requirements".

42. Evidence of Dampness or Staining:

- A. Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark this item as "Y", yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

43. Electrical Outlets & Fixtures:

- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Requirements". If any fixtures are located within three(3) feet of the tub/shower area those fixtures must be of an approved wet location type, if not mark this item as "Hazardous". All metallic fixtures within five (5) feet horizontally or eight (8) feet vertically of grounded surfaces, must be grounded, if not mark this item as "Hazardous".
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if all outlets are properly

wired, if not mark this item as "Below minimum Requirements". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".

- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Requirements".
 - 1. If light fixtures are nonfunctioning due to lack of bulbs or due to nonfunctioning bulbs this should be stated in the Comment Section of the report.
 - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous"
- D. Mark as "Below Minimum Requirements" any light fixture located within eighteen inches of a shelf that does not have a protective globe.
- E. Every bathroom must be provided with a Ground Fault Circuit Interrupter (GFCI) type outlet. If no GFCI outlet mark this item as "Below Minimum Requirements". If the GFCI outlet does not function properly, mark this item as "Hazardous".
 - 1. GFCI outlets must be tested to determine if properly functioning. This will be done by engaging the "Test" button on the outlet or at the GFCI circuit breaker located in the electrical service panel box.

44. Plumbing Fixtures:

- A. Determine if the bathroom(s) are provided with the minimum number of required plumbing fixtures as required by the MPMS, drain line(s) and hot and cold water supplies. If any of these plumbing components are missing mark this item as "Below Minimum Requirements".
 - 1. Determine if the water supply lines are properly connected, controls are functioning, and there are no missing, worn or damaged components. If these conditions are not met mark this item as below minimum requirements.
 - a. If any faucet discharge openings are located below the spill level of the plumbing fixture mark this item as "Below Minimum requirements."
 - b. If any water supply line or faucet component is leaking mark this item as "Below Minimum Requirements".
 - 2. Determine if the drain line is properly connected to the sewage system, is of proper materials and is properly vented, if not mark this item as "Below Minimum Requirements".
 - a. If any part of the waste system is leaking, mark this item as "Hazardous".
 - b. The evaluator will determine if all abandoned drain lines are properly capped. If not properly capped mark this item as "Hazardous".
 - 3. Determine if all toilets are provided with a cold water supply line and an anti-siphon ball cock that is properly installed with the critical line at least one (1) inch above the opening of the overflow tube. If either of these items are missing mark this item as "Below Minimum requirements".

45. Water Flow:

- A. The evaluator will check the flow to the plumbing fixture by opening the lowest (usually the laundry tub) faucet (cold side) or an outside lawn faucet, to its maximum capacity, then test the hot and cold water flow to the fixture by turning on the faucet.
1. If the flow is interrupted, intermittent or there is no flow or the flow is not of an acceptable amount mark this item as "Below Minimum Requirements".
 2. The minimal acceptable flow to a fixture is a continuous flow of water not less than a standard pencil in diameter. If the flow just meets this minimum requirement this should be noted in the Comment Section of the report as "Flow is minimal".

46. Window Size and Openable Area or Mechanical Exhaust:

- A. Determine if bathroom(s) is/are provided with required window area for ventilation. Openable area must equal a minimum of four percent (4%) of the floor area of the room, except where an approved mechanical ventilation system has been provided. If these minimums are not met, mark this item as "Below Minimum Requirements".
1. If a bathroom is windowless, the evaluator will determine if mechanical ventilation is provided and vented to the outside. If not mark this item as "Below Minimum Requirements".

47. Condition of Windows/Mechanical Exhaust and Doors:

- A. Determine if the windows/doors have been kept in a workman like state of repair, including finish and glazing. Check to see that all components are present (hold open devices, crank handles) and in a workable order. Locks are required on all openable 1st floor windows. If any of these conditions are not met mark this item as "Below Minimum Requirements".
- B. Mark as "Below Minimum Requirements" any cracked panes where the crack is at least twelve (12) inches in length, or in the case of french paned windows the crack is at least half (1/2) the distance of the pane. Mark as "Hazardous" any jagged glass.
- C. Mark as "Below Minimum Requirements" and window that does not operate properly (ie, sashes that are painted shut, crank out windows that do not operate, etc.).

SLEEPING ROOM(S) # of:

- A. Record in the space provided the total number of bedrooms in the dwelling that comply with the MPMS requirements for size, ceiling height and light and ventilation.

48. Walls & Ceilings:

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman like state of repair, mark this item as "Below Minimum Requirements". If there is an immediate potential for structural failure, mark this item as "Hazardous".

- B. If walls and/or ceiling have been obviously patched, this should be recorded

in the Comment Section of the report.

49. Floor Condition & Ceiling Height:

- A. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Requirements".
- B. "Comment" on any apparent out of level floors.
- C. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Requirements". If there is a potential for immediate structural failure mark this item as "Hazardous".
- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

50. Evidence of Dampness or Staining:

- A. Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark this item as "Y", yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

51. Electrical Outlets & Fixtures:

- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Requirements".
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if all outlets are properly wired, if not mark this item as "Below minimum Requirements". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".
- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Requirements".
 - 1. If light fixtures are nonfunctioning due to lack of bulbs or due to nonfunctioning bulbs this should be stated in the Comment Section of the report.
 - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous"
- D. Mark as "Below Minimum Requirements" any light fixture located within eighteen inches of a shelf that does not have a protective globe.

52. Window Size & Openable Area: (See Illustration, page 33)

- A. Determine if rooms are provided with required window area for light, and also the required openable area for ventilation. Window area must equal a minimum of eight percent (8%) of the floor area of the room. Openable area must equal a minimum of four percent (4%) of the floor area of the room. If these minimums are not met, mark this item as "Below Minimum Requirements".

- B. Determine if windows in sleeping rooms meet the escape window requirements (Egress Code) of the MPMS. If not mark this item as "Below Minimum Requirements". See diagram 1 at end of guidelines.
1. According to the MPMS at least one (1) window in every room used for sleeping purposes must be openable from the inside, with a minimum net glazed area of five and seven tenths (5.7) square feet; the minimum net clear opening height dimension shall be twenty-four (24) inches, the minimum net clear opening width dimension shall be twenty (20) inches, and it shall have a minimum finished sill height of not more than forty-eight (48) inches above the floor.
 2. Should the window, or any part of it, be below grade, an excavation shall be made, on the exterior side of the window, that extends at least to the depth of the sill. The excavation shall continue for at least three (3) feet perpendicular to the window at least one (1) foot clear width behind the pivot or hinge side of the window. Area well construction shall be at least six (6) inches beyond the rough opening of the window. Should the window sill be forty-eight (48) inches or more below grade, a stairway shall be provided from excavation to grade.
 3. A door leading directly to the outside and providing an exit at grade, for the sleeping room only, may be used in lieu of the specified window.

53. Window and Door Condition:

- A. Determine if the windows/doors have been kept in a workman like state of repair, including finish and glazing. Check to see that all components are present (hold open devices, crank handles) and in a workable order. Locks are required on all openable 1st floor windows. If any of these conditions are not met mark this item as "Below Minimum Requirements".
- B. Mark as "Below Minimum Requirements" any cracked panes where the crack is at least twelve (12) inches in length, or in the case of french paned windows the crack is at least half (1/2) the distance of the pane. Mark as "Hazardous" any jagged glass.
- C. Mark as "Below Minimum Requirements" and window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

ENCLOSED PORCHES & OTHER ROOMS

The evaluator will identify each room, and comment separately when needed.

54. Walls & Floor Condition:

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman like state of repair, mark this item as "Below Minimum Requirements". If there is an immediate potential for structural failure, mark this item as "Hazardous".
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.
- C. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Requirements".

- D. "Comment" on any apparent out of level floors.
- E. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Requirements". If there is a potential for immediate structural failure mark this item as "Hazardous".
- F. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

55. Evidence of Dampness or Staining:

- A. Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark this item as "Y", yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

56. Electrical Outlets & Fixtures:

- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Requirements".
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if all outlets are properly wired, if not mark this item as "Below minimum Requirements". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".
- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Requirements".
 - 1. If light fixtures are nonfunctioning due to lack of bulbs or due to nonfunctioning bulbs this should be stated in the Comment Section of the report.
 - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".
- D. Mark as "Below Minimum Requirements" any light fixture located within eighteen inches of a shelf that does not have a protective globe.

57. Window and Door Condition:

- A. Determine if the windows/doors have been kept in a workman like state of repair, including finish and glazing. Check to see that all components are present (hold open devices, crank handles) and in a workable order. Locks are required on all openable 1st floor windows. If any of these conditions are not met mark this item as "Below Minimum Requirements".
- B. Mark as "Below Minimum Requirements" any cracked panes where the crack is at least twelve (12) inches in length, or in the case of french paned windows the crack is at least half (1/2) the distance of the pane. Mark as "Hazardous" any jagged glass.
- C. Mark as "Below Minimum Requirements" and window that does not operate

properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

ATTIC SPACE (VISIBLE AREAS)

58. Roof Boards & Rafters:

- A. If the evaluator is unable to gain visual access to the attic space(s) this must be noted, and the reason for not gaining access, must be detailed in the Comment Section of the report.
- B. If access is gained, make a visual inspection of the underside of the roof boards and rafters, recording any defects and/or deficiencies in the roof structure as "Below Minimum Requirements". If the evaluator determines that there is an immediate potential for structural failure this item will be marked as "Hazardous".
- C. While in the attic check and record the following items also...
 - 1. Determine if mechanical ventilation provided, and plumbing vents are continuous to the outside and do not terminate in the attic.
 - 2. Inspect the condition of the visible chimney for any deterioration, holes or other defects or deficiencies.

59. Evidence of Dampness or Staining:

- A. Determine if there is evidence of past or present water seepage or leakage. Mark "Y" if present or "N" if not. If yes is marked a statement regarding the evidence will be recorded in the Comment Section of the report.

60. Electrical Wiring/Outlets/Fixtures:

- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Requirements".
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if all outlets are properly wired, if not mark this item as "Below minimum Requirements". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".
- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Requirements".
 - 1. If light fixtures are nonfunctioning due to lack of bulbs or due to nonfunctioning bulbs this should be stated in the Comment Section of the report.
 - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".
 - 3. Any wiring located within three (3) feet of the attic hatch must be protected by conduit or other such approved materials, if not mark this item as "Below Minimum Requirements"

- D. Mark as "Below Minimum Requirements" any light fixture located within eighteen inches of a shelf that does not have a protective globe.

61. Ventilation:

- A. Determine if attic has ventilation to the outside. Mark the space provided with a "Y" or "N" whichever will pertain.

62. ADDITIONAL COMMENTS:

- A. This item is for those items in the upper floors that are not included in Items 20 through 61 and need to be addressed by a specific comment.

EXTERIOR:

63. Foundation:

- A. Determine if all visible components of the foundation are in a professional state of repair. Missing or damaged mortar, broken /loose or missing block or brick shall be marked as "Below Minimum Requirements". Damaged or loose plaster/stucco on foundation or foam insulation shall be marked "Below Minimum Requirements". If the Evaluator determines that there is the potential for immediate structural failure mark as "Hazardous".
- B. Note if there are trees or shrubs growing next to the foundation that are causing deterioration. Mark as "Below Minimum Requirements" if present.
- C. If areas are concealed by brick, stucco, snow, vegetation, etc., indicate with a comment (areas concealed by vegetation, can't view to evaluate, etc.).

64. Basement Cellar Windows:

- A. Determine if all visible components of the windows, storms, screens and frames are in a workmanlike state of repair. (Look for rot, weathered or peeling paint, loose or missing glazing.) Any sign of rot or decay, or lack of a proper finish shall be marked as "Below minimum requirements". Deteriorated components and or cracked and or missing panes are to be marked as "Below minimum requirements". Every openable window shall be supplied with a screen of not less than 16 mesh per inch which fits tightly and is secured to the frame. Improper or missing screens shall be marked as "Below minimum requirements".

Broken/jagged glass that can cause cuts shall be marked as "Hazardous".

65. Drainage:

- A. Determine if the grade allows water migration away from the dwelling. Consider sidewalks, gutters & downspout extensions, basement windows, stairways, stoops, retaining walls and planting areas, when making this determination. If drainage is not away from structures, mark as "Below minimum requirements".

66. Exterior Walls:

- A. Determine if all visible components of the exterior walls are protecting the dwelling against the elements, and are kept in a professional state of repair (look for rot, weathered or peeling paint). If not in a professional state of repair or if there is any damaged, missing, deteriorated or weathered siding, broken or damaged stucco, mark as "Below minimum

requirements".

67. Doors (Frames/Storms/Screens) :

- A. Determine if all visible components of entrance doors are in a sound condition with no cracks, holes, loose hinges or broken or defective hardware. All components must be in a state of professional repair. (Look for rot, weathered or peeling paint. Be sure to check all thresholds.) Every basement hatchway shall be so constructed and maintained as to prevent the entrance of rodents or rain and surface drainage water into dwellings or structures. If these conditions are not met mark as "Below minimum requirements". Broken/jagged glass that can cause cuts shall be marked as "Hazardous".
- B. Every entry door must have a proper dead bolt lock with a minimum of a one inch throw. Doors and storm doors must be in a professional state of repair with no missing or damaged components. If not mark as "Below minimum requirements". Double keyed dead bolts shall be marked as "Below minimum requirements".

68. Windows (Frames/Storms/Screens) :

- A. Every basement or cellar window which is openable shall be supplied with a screen or hardware cloth of not more than 16 mesh per inch which fits tightly, and is securely fastened to the frame, or with other material affording equivalent protection against the entry of rodents, including storm windows. If not, mark as "below minimum requirements".
- B. Every window or other outside opening used for ventilation purposes, shall be supplied with a screen of not less than 16 mesh per inch. All windows, storms and screens shall be kept in a workmanlike state of repair. If not, mark as "Below minimum requirements".
- C. All visible components of windows must be kept in a professional state of repair. Look for rot, weathered or peeling paint, loose or missing glazing. Examine frames, storms, and windows for any weathered or damaged/missing components. If not in a professional state of repair mark as "Below minimum requirements".

Broken/jagged glass that can cause cuts shall be marked as "Hazardous".

69. Open Porches/Stairways and Decks:

- A. Determine if all visible components of exterior stairways, porches, decks etc., have been constructed so as to be safe for normal use and loading. If not mark as "Hazardous". If not kept in a workmanlike state of maintenance and repair mark as "Below minimum requirements". Missing joist hangers, damaged/rotted components shall be marked as "Below minimum requirements".
- B. Determine if the exterior steps have proper rise (8 inch maximum) and run (9 inch minimum), and have an acceptable handrail, when required. Every stairway with more than three risers shall have at least one handrail. Determine if the handrails are properly installed, and securely attached at the proper height (30 to 38 inches as measured from the nose of the tread). The handrails shall be full length and located on any open side of stairway. If a stairway has both sides open, a handrail and or guardrail shall be present on both sides. Any open side on the stairway must also have a guardrail (or wall) that is a minimum of 38 inches in height. Any openings or spaces must be constructed so that a four inch diameter sphere cannot pass through. If this criteria is not met, mark as "Below minimum requirements". The Evaluator shall note as "Below minimum requirements" if

open porches, accessible flat roofs, decks, or stoops lack a guardrail when required. Damaged or deteriorated stairs/steps shall be marked as "Below minimum requirements".

If in the opinion of the Evaluator stairs, porches or decks are deteriorated or rotted so as to make them structurally unsound to carry the intended load mark as "Hazardous".

- C. The Evaluator shall determine if open porches, decks, etc., that are more than 30 inches above the adjoining surface have a guardrail that is structurally sound, properly secured, at least 38 inches in height, and spaced so that a four inch sphere cannot pass through. If guardrails do not meet the requirements, mark as "Below Minimum Requirements".
- D. Stairs/landings, flat roofs, decks etc. one story or greater above grade shall have proper handrails/guardrails. Loose, deteriorated or missing handrails/guardrails, necessary to prevent injury from fall shall be marked "Hazardous".

Sidewalks

- A. Check the condition of all sidewalks located on the premises to determine if they have been constructed, so as to be safe for normal use. If sidewalks are not in a professional state of repair or are slanting towards dwelling they shall be marked as "Below minimum requirements".

70. Cornice & Trim:

- A. The Evaluator shall determine if all visible components of the cornice and trim have been maintained in a workmanlike manner. Missing/damaged components, any sign of rot or decay, or lack of a proper finish (peeling paint/weathered) shall be marked as "Below minimum requirements".

71. Roof Structure & Covering:

The Evaluator is not required to use a ladder to observe the roof. The roof is to be viewed from the ground, upstairs windows, walk-out deck or porches, or with the aid of binoculars. Check roof vents, sewer pipe covers, sidewall and valley areas. All visible components must be kept in a professional state of repair. If not, mark as "Below minimum requirements".

- A. All components of the roof shall be tight and have no defects which admit rain. Roof drainage shall be adequate to prevent rain water from causing dampness in the walls. If not, mark as "Below minimum requirements". Exposed edges of roof boards or plywood must be protected with wood fascia or metal drip edge. If not, mark as "Below minimum requirements".
- B. Broken, missing loose or deteriorated shingles, shakes, flashings or valley areas, excessive granular loss, cupping, excessive rust or excessive tarring shall be marked as "Below minimum requirements". Tarring or improper repairs to valley areas or any buckling / curling of roofing materials shall be marked as "Below minimum requirements". Roll roofing used on less than 1/12 slope or shingles used on less than 2/12 slope shall be marked as "Below minimum requirements" (example: improper roofing materials used on low slope roof). Pay special attention to low slope dormers, porches etc.

Note: if any tree limbs, branches or electrical wires are touching the roof surfaces mark as "Below minimum requirements".

- C. If the roof is snow covered, or if areas are not visible, note this with a "Comment".

EXAMPLE: High or flat areas not visible from ground, areas covered by decks, areas covered by outdoor carpet, areas covered by leaves, or flat areas covered by gravel. (Can't fully view roof areas from ground.) (Tar patching evident around penetrations cannot view to evaluate.) (Roof has been coated, can't evaluate.) (Side wall flashings concealed by tar, can't view to evaluate.)

72. Gutters & Downspouts:

- A. Check the gutters and downspouts to determine if they are securely attached, and properly maintained to perform their intended function. Gutters must be free of debris. Gutters must drain to downspouts properly. Gutters must not drain to sewer system. If these conditions are not met, mark as "Below minimum requirements".
- B. If no gutters or downspouts are located on the structure, the Evaluator shall mark "NONE" or N/A across the line for Item #72.
- C. The MPMS does not require downspouts or gutters, but it does require that if they are provided, they must be maintained in a sound condition. This means no holes, peeling paint, rusted areas or missing components. Gutters must be supplied with downspouts and downspout extensions or splash blocks. If not, mark as "Below minimum requirements".

73. Chimneys:

- A. Determine if all visible components of the chimney or chimneys have been kept in a workmanlike state of maintenance and repair (the Evaluator is required to use binoculars). If not, mark as "Below minimum requirements".
- B. Note as being "Below minimum requirements" any chimney that has loose brick or stone, cracked or missing brick / mortar or missing / damaged flashing. If chimney is not structurally sound or in danger of collapse mark as "Hazardous".
- C. Determine if the chimney extends the appropriate height above the roof or adjacent obstructions. Masonry chimneys must extend three feet minimum and 24 inches above anything within ten feet. Class "B" chimneys on flat roofs must extend a minimum of 12 inches or 24 inches above anything within eight feet. (This includes walls, parapets etc.) Class "B" chimneys having an internal diameter of 12 inches or less shall extend at least 12 inches in all other areas.
- D. Determine if a metal flue liner, or other approved flue liner, has been provided in the chimney when a gas-fired heating plant/appliance is used. If metal liner is deteriorated/rusted mark as "Below minimum requirements". If a transite chimney is visibly deteriorated mark as "Hazardous". Remember the Evaluator is required to use binoculars.
- E. If no flue liner is visible from the ground, or if a transite chimney is present, the Evaluator shall note this information in the "Comment" section (no visible metal liner). If the chimney is not visible from ground the evaluator must state the reason in the "Comment" section. (Chimney not visible due to snow, not visible due to adjacent structures, excessive tar prevents viewing can't evaluate, upper roof area not visible from ground.)

74. Outlets, Fixture & Service Entrance:

- A. Determine if all visible components of porch lights, and other such outside electrical fixtures, are properly installed and maintained. All doorways to

dwelling must be provided with an exterior light fixture. If not, mark as "Below minimum requirements". Any exposed wires, broken conduit, broken fixtures, light bulbs broken in sockets, missing plates or covers shall be marked as "Hazardous".

- B. Determine if exterior electric outlets, exposed to the weather, are provided with a weather-tight cover and are properly installed and grounded. All GFCI outlets must function properly. If these conditions are not met indicate this as being "Hazardous".
- C. Unprotected wiring of any kind above grade shall be marked "Below minimum requirements". (This refers to romex/individual strand being used for lights, switches, outlets etc., but does not apply to service supply to house/garage etc. For service drop wires see D. below.) Unprotected wiring of any kind at grade and open to physical damage shall be marked "Hazardous".
- D. Check that the electric service drop wires have the proper clearance from building openings, above grade or walking surface (decks, stairways etc.) and over driveways. (10 ft. above grade or walking surface, 12 ft. above driveways, three feet from any opening). If not mark as "Below minimum requirements". Any service/electrical wires over pools or hot tubs shall be marked as "Hazardous".

GARAGE:

75. Roof Structure & Covering:

- A. The Evaluator is not required to use a ladder to observe the exterior condition but, based on the observations made from the ground and or with the use of binoculars, the Evaluator shall determine the condition of all visible components of the roof covering and roof structure.

The Evaluator shall view the roof from inside the garage. Damaged, rotted, over spanned, improperly installed or improperly altered components shall be marked as "Below minimum standards". If the garage is locked and this inspection can not be made, "Comment" giving reason for not evaluating (garage locked, cannot access to evaluate). The Evaluator must still record any deficiencies visible from the exterior.

- B. If the roof covering is not visible for inspection, the Evaluator shall note this in the "Comment" section.

- C. Note any tree limbs or branches that are touching the roof shingles.

(SEE section number 71 and use same guideline criteria for garage roof.)

76. Wall Structure & Covering:

- A. Determine if all visible components of the garage walls & windows have been kept in a workmanlike state of construction, maintenance and repair. Any sign of rot or decay, lack of a proper finish, weathered/peeling paint or loose/missing glazing shall be marked as "Below minimum requirements".
- B. Deteriorated, missing, excessively weathered or rotted siding on the garage shall be marked as "Below minimum requirements". Stucco cracks, missing mortar or damaged block shall be marked as "Below minimum requirements".
- C. If the garage is attached to the house, the common wall shall be properly fire protected with no openings or damaged areas. If not mark as "Below minimum standards". (See No. 78 regarding doors.)

- D. The wall between the house and garage shall have no windows or other openings in it other than a fire rated door with a closer and proper hardware. If these requirements are not met mark as "Below minimum requirements".

77. Slab Condition:

- A. The Evaluator shall determine if the slab and/or foundation is sound, and has no structural failure. Damaged areas, excessive cracks etc. shall be marked as "Below minimum requirements".

78. Garage Doors:

- A. Determine if all visible components of the garage doors are maintained in a sound, workmanlike state of maintenance and repair. Any sign of damage, rot or decay, or lack of a proper finish (peeling paint/excessive weathering) shall be marked as "Below minimum requirements". Damaged or missing door hardware shall be marked as "Below minimum requirements".
- B. If the garage is attached to the house, determine if the door between the house and the garage is fire rated and has a proper closer and hardware. The door shall have no windows or other openings in it. If these conditions are not met mark as "Below minimum requirements". (After-market/homemade metal coverings are not acceptable for fire rated door requirement.) Springs and storm door closers are not acceptable. The closer must shut and latch the door fully when the door is normally opened and released. If it does not mark as "Below Minimum Requirements".

79. Garage Opener:

- A. Determine if the garage has an automatic opener, and indicate "Yes" or "No."

80. Electric:

- A. Determine if all components of the existing electrical wiring in an accessory structure are installed in an approved manner, and have been properly maintained. Extension cord wiring can not be used in lieu of permanent wiring (garage door openers, lights etc.). If improper mark as "Below minimum requirements". Ungrounded 3 prong outlets, GFCI outlets that do not function properly, any exposed wires, missing plates, missing knockouts, open junction boxes or improperly terminated wires shall be marked as "Hazardous".
- B. Determine if the electrical wires leading to an accessory structure are located at an acceptable height above grade and driveways. (10 ft. above grade, 12 ft. above driveways). Electrical wires may not rub against buildings or roofs. If these conditions are not met, mark as "Below minimum requirements".

81. ADDITIONAL COMMENTS:

- A. Item 81 should be used to note any items not listed on Page 4 of the form, which constitutes a defect, hazard or comment.

ENERGY INFORMATION:

The following items are not mandatory requirements, so there is no "Meets" or "Below minimum requirements". These items still are **required** to be viewed, evaluated and this section filled out according to the criteria listed below.

82. Attic Insulation:

- A. The Evaluator is **required** to access the attic. If no access is available the Evaluator is **required** to indicate why and enter appropriate Comment under Item No. 58 (vaulted ceiling, closet full of stored items, furniture in way, not accessible with a step ladder). **"Attic not accessed" is not acceptable** unless detailed as to why. Determine the type and depth of the insulation for this item. If none, so indicate. If not visible mark N/V, if not applicable mark N/A.
- B. If the insulation is saturated, settled, or non-uniform in depth, or consists of various types, the Evaluator shall so indicate under "Comments."
- C. If there is no access to the ceiling insulation, the Evaluator shall note this in the "Comments" section under Item No. 58. (example: insulation not visible under floor boards, no attic access provided, cannot access attic due to stored items in closet etc.) The Evaluator is **required** to indicate why access is not possible. (See A above.)

83. Foundation Insulation:

- A. The Evaluator shall identify the type and thickness of any insulation on the exposed foundation. If none, so indicate. If not visible mark N/V, if not applicable mark N/A. (Exposed foam insulation other than Thermax (foil faced) is a hazard and should be indicated under Item 19 as "Hazardous".)

84. Knee Wall Insulation:

- A. Determine the type and thickness of the insulation for this item. If none, so indicate. If not visible mark as N/V.
- B. If the structure has no kneewall, the Evaluator shall mark "N/A".
- C. Exposed foam insulation other than Thermax (foil faced) shall be marked "Hazardous" under Item 62.

85. Rim Joist Insulation:

- A. Identify the type and thickness of any insulation on the exposed rim joist. If none, so indicate. If not visible mark as N/V. (Exposed foam insulation other than Thermax (foil faced) shall be marked "Hazardous" under Item 19.)

86. Storm Doors:

- A. Determine if all exterior doors of the dwelling are provided with a storm door, and mark "Y" Yes or "N" No.
- B. Enter any deficiencies or comments under number 67 above.

87. Storm Windows:

- A. Determine if there are storm windows available for all windows, and mark "Y" Yes or "N" No.
- B. Enter any deficiencies or comments under No. 68 above.

88. Weatherstripping:

Doors:

- A. Indicate the presence of weatherstripping on all entrance doors by marking "Y" Yes or "N" No.
- B. Enter any deficiencies or comments under number 67 above.

89. Windows:

- A. Indicate the presence of weatherstripping on the prime windows by marking "Y" Yes or "N" No.
- B. Enter any deficiencies or comments under No. 68 above,

FIREPLACES/WOODSTOVES

90. Damper Installed in Fireplace:

- A. Indicate if the fireplace or fireplaces have operable dampers by marking "Yes" or "No".

91. Installation:

- A. Indicate if the installation is acceptable, check for proper clearance to combustibles, connection to an approved chimney and a proper non-combustible base. If not mark as "Below minimum requirements". Barrel stoves or unlisted woodstoves located in dwellings, basements or garages shall be marked as "Hazardous".

Solid fuel appliances require a separate chimney. If installed in a common flue mark as "Hazardous".

92. Condition:

- A. The Evaluator shall examine for visible defects, and comment if appropriate. Pay particular attention to gas log inserts. Make sure proper gas controls and clearances are maintained as well as condition/removal of damper. If not in proper condition mark as "Below Minimum Requirements".
- B. The Evaluator shall inspect fireplaces for the following elements:
 - 1. The fire box may not contain missing or loose fire brick or mortar.
 - 2. The hearth extension shall be noncombustible and extend a minimum of 16 inches from the fireplace opening.
 - 3. Combustible materials are not permitted within six inches of the fireplace opening. Combustible mantles are not permitted within 12 inches of fireplace opening.
 - 4. An operable damper.

If these elements are either missing or deficient, mark as "Below Minimum Requirements".

The Evaluator shall mark as "Comment" and detail any signs of smoke back drafting around fireplace openings, screens, and through finish joints.

